Credit note template with VAT details

Credit note

Credit note number	[Credit note number]
Date of issue	[Date]
From	[Your business name or full company name]
Address	[Your business address]
VAT registration number	[VAT number]
Customer	[Customer name]
Customer address	[Customer address]
Original invoice	[Original invoice number], dated [original invoice date]
Reason for credit	[Overcharge, mistake or agreed reduction]

Line 1	[Description] · [Quantity] · VAT rate [rate] · [Amount credited excluding VAT]
Line 2	[Description] · [Quantity] · VAT rate [rate] · [Amount credited excluding VAT]

Total credited excluding VAT	[Total excluding VAT]
VAT credited (in sterling)	[VAT amount] at [rate]
Total credited	[Total including VAT]

[If this credit note doesn't adjust VAT, delete the VAT rows above and keep this line:] This is not a credit note for VAT.

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Guidance and the latest version: https://www.countify.co.uk/resources/templates/credit-note-template